

**STATE OF LOUISIANA  
DEPARTMENT OF CIVIL SERVICE  
BATON ROUGE, LA**

***HR Handbook Update No. 2011 – 0010***

**To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS**

**Subject: HR Handbook Update – Layoff Issues – Revised Templates -  
Corrections**

**Issue Date: July 5, 2011**

This document is to notify of a correction to HR Handbook Update No. 2011-0009. The previous notification identified a ***Revised – Layoff Template #7, Final Notification for Permanent Employees Whose Petitions are Being Abolished or Vacated Who Will Have Relocation Offers.***

The correction is to change “petitions” to “positions”. The correct title of Layoff Template #7 is, ***Final Notification for Permanent Employees Whose Positions are Being Abolished or Vacated Who Will Have Relocation Offers.***

If you have any questions, please contact your Program Assistance Coordinator at (225) 342-8274.

Sincerely,

s/Shannon S. Templet  
Director